

## SOUTHWEST WASHINGTON HEALTH DISTRICT

### Infectious Disease Procedures

<b>SUBJECT:</b> Administrator On-Call	
<b>TITLE:</b> Administrator on-call response procedures and expectations	<b>EFFECTIVE DATE:</b> June 1, 2002
<b>REVIEW BY:</b> Karen Steingart, M.D. Public Health Officer	<b>PERIODIC REVIEW:</b> Annually
<b>DATE:</b>	

#### Policy:

It is the policy of Southwest Washington Health District to assure response to infectious disease and other public health emergencies are available 24 hours a day, 7 days a week.

#### Expectations of the administrator on-call:

1. Exempt employees who have received training will rotate duties as administrator on-call throughout the year to assure 24/7 coverage. Public Health Nurses are available during normal business hours as well as weekends and holidays. The role of the administrator on-call is to assure response is activated (notify PHN, EHS or the health officer when needed)
2. The administrator on-call must have an understanding of response expectations for public health emergencies and the ability to support staff needs, as well as assure proper compliance with the Oregon Health Services Department protocols.
3. When you need to change your assigned on-call schedule:
  - a. Find a replacement and;
  - b. Contact the Health Officer's administrative assistant who will notify the answering services, as well as update the on-call schedule.

#### Procedure:

##### Prepare for On-call:

1. Pick up the administrator's on-call bag and pager Friday or the first day you are on-call by 5:00 PM from the previous administrator on-call.
2. Review the books, forms, and on-call list.
3. Review instructions for the pager that are in the administrator's on-call box.
4. Get cell phone from TB staff if you do not have one. Review instructions for phone.

5. Contact either the PHN on-call, ID staff, and/or the previous administrator on-call for a report of anything pending or needing work over the weekend.

### **During Call:**

1. **Have Pager turned on and with you at all times.** May use in silent (vibrate) mode if needed.
2. Carry the pager and phone with you at all times.
3. Respond to any calls from staff, health care providers, or other agencies.
4. Identify technical experts that may be needed.
5. Call in staff and/or other management as needed.
6. Notify the Health Officer, Emergency Response coordinator, and/or State epidemiologists when needed. (See attachment A).
7. Document administrative activity as needed.

### **Post-Call:**

1. Return the phone to the TB staff, if necessary.
2. Debrief the Health Officer, ID supervisor, and EHS or EPICS division directors as necessary.
3. Debrief issues with management team at the weekly management team meetings.
4. Inform the next administrator on-call of any on-going issues or potential events.

### **Resources:**

Pickering, LK, ed. 2000 Red Book: Report of the Committee on Infectious Diseases. 25<sup>th</sup> ed. Elk Grove Village, IL. American Academy of Pediatrics.

Chin, James, M.D., M.P.H., Control of Communicable Disease Manual. 17<sup>th</sup> ed. Wa. D.C. American Public Health Association.

Bryan, Frank, Ph.D., M.P.H., Procedures to Investigate Foodborne Illness. 5<sup>th</sup> ed. Lithonia, GA. International Association of Milk, Food and environmental Sanitarians, Inc.

Kortepeter, Mark, LTC. USAMRIID'S Medical Management of Biological Casualties Handbook. 4<sup>th</sup> ed. Fort Detrick Frederick, Maryland. U.S. Army Medical Research Institute of Infectious Diseases.

## Public Health Urgent/Emergency

Disease/Event	Contact	Resources	Other Agency Contacts	Comments
Animal Bites	1. Health Officer 2. PHN on-call 3. State epidemiologist	1. Red Book 2. Chin 3. MMWR	Animal control  Humane Society	Work with the PHN and Health Officer.  Animal control may need to retrieve an animal.  The Humane Society will euthanize and send the specimen.
Botulism	1. Health Officer 2. PHN on-call 3. State epidemiologist	1. Red Book 2. Chin		Work with the PHN and Health Officer.
Brucellosis	1. Health Officer 2. PHN on-call 3. State epidemiologist	1. Red Book 2. Chin		Work with the PHN and Health Officer.
Cholera	1. Health Officer 2. PHN on-call 3. State epidemiologist	1. Red Book 2. Chin		Work with the PHN and Health Officer.
Diphtheria	1. Health Officer 2. PHN on-call 3. State epidemiologist	1. Red Book 2. Chin	Alert may be needed	Work with the PHN and Health Officer.  May need extra staff if large # of exposed persons.
Suspect B.T. origin	1. Health Officer 2. PHN on-call 3. State epidemiologist	1. Red Book 2. Chin 3. On-call notebook	Alert may be needed.	Work with the PHN and Health Officer.  May need extra staff if large # of exposed persons.  <b>Activate emergency response plan</b>

## Public Health Urgent/Emergency

Disease/Event	Contact	Resources	Other Agency Contacts	Comments
Foodborne Disease	1. Health Officer 2. EHS staff 3. PHN on-call 4. State epidemiologist	1. Red Book 2. Chin 3. Procedures to Investigate Foodborne Illness	Alert may be needed	Work with the PHN and Health Officer. May need extra staff if large # of exposed persons.
Waterborne Disease	1. Health Officer 2. EHS staff 3. PHN 4. State Epidemiologist	1. Red Book 2. Chin		Work with the PHN and Health Officer. May need extra staff if large # of exposed persons.
<i>E.coli</i> O157:H7 Enterohemorrhagic infection	1. PHN on-call 2. State epidemiologist	1. Red Book 2. Chin	Alert may be needed	Alert Health Officer if outbreak is suspected, may need EHS if large population exposure is suspected.
<i>Haemophilus influenzae</i> invasive disease	1. PHN on-call 2. State epidemiologist	1. Red Book 2. Chin	Alert may be needed	
Hemolytic Uremic Syndrome	1. PHN on-call 2. Health Officer 3. State epidemiologist	1. Red Book 2. Chin	Alert may be needed	Alert Health Officer if outbreak is suspected, may need EHS if large population exposure is suspected.
Hepatitis A (acute)	1. PHN on-call 2. State epidemiologist	1. Red Book 2. Chin		Alert/notify EHS and the Health Officer if food worker infected.
Hepatitis, unspecified	1. PHN on-call	1. Red Book 2. Chin		

Disease/Event	Contact	Resources	Other Agency Contacts	Comments
Listeriosis	1.PHN on-call 2.State Epidemiologist	1. Red Book 2. Chin		Assure PHN obtains good food history. Notify HO if outbreak is suspected. EHS may need to be involved.
Measles	1. Health Officer 2. PHN on-call 3. State epidemiologist	1. Red Book 2. Chin	Alert may be needed.	Work with the PHN and Health Officer. May need extra staff if large # of exposed persons.
Meningococcal Disease	1. Health Officer 2. PHN on-call 3. State Epidemiologist	1. Red Book 2. Chin	Alert if confirmed.	Work with the PHN and Health Officer. May need extra staff if large # of exposed persons.
Pertussis	1.PHN on-call 2.State Epidemiologist	1. Red Book 2. Chin		Alert Health Officer if large population exposure is suspected.
Plague	1. Health Officer 2. PHN on-call 3. State epidemiologist	1. Red Book 2. Chin 3. On-call notebook	Alert may be needed.	Work with the PHN and Health Officer on alert May need extra staff if large # of exposed persons. <b>Activate emergency response plan</b>
Poliomyelitis	1. Health Officer 2. PHN on-call 3. State epidemiologist	1. Red Book 2. Chin 3. On-call notebook	Alert may be needed.	Work with the PHN and Health Officer on alert. May need extra staff if large # of exposed persons.
Rabies	1. Health Officer 2. PHN on-call 3. State epidemiologist	1. Red Book 2. Chin		Work with the PHN and Health Officer on alert. May need to involve animal control.
Relapsing fever (borreliosis)	1. Health Officer 2. PHN on-call 3. State epidemiologist	1. Red Book 2. Chin		

<b>Disease/Event</b>	<b>Contact</b>	<b>Resources</b>	<b>Other Agency Contacts</b>	<b>Comments</b>
Rubella	1. Health Officer 2. PHN on-call 3. State epidemiologist	1. Red Book 2. Chin		Work with the PHN and Health Officer on alert.
Salmonellosis	1.PHN on-call 2.State epidemiologist	1. Red Book 2. Chin		Alert Health Officer and EHS if large population exposure is suspected.
Shigellosis	1.PHN on-call 2.State epidemiologist	1. Red Book 2. Chin		Alert Health Officer and EHS if large population exposure is suspected.
Tuberculosis	1.PHN on-call 2.State epidemiologist 3.Health Officer	1. Red Book 2. Chin		
Typhus	1.PHN on-call 2.Health Officer 3.State epidemiologist	1. Red Book 2. Chin		Assure PHN evaluates travel history and occupation.
Yellow Fever	1.PHN on-call 2.Health Officer 3.State epidemiologist	1. Red Book 2. Chin	Alert may be needed	Assure PHN evaluates travel history and occupation.
Unexplained Critical illness/death	1. Health Officer 2. PHN on-call 3. State epidemiologist		Alert may be needed	Case specific; Health Officer will work with admin and PHN.
Rare diseases	1. Health Officer 2. PHN on-call 3. State epidemiologist		Alert may be needed	Case specific; Health Officer will work with admin and PHN.